



ATTENDANCE UPDATE – DECEMBER 2018

School Attendance Target is 96%

Our attendance this term was **96.13%**

School and the Education Welfare Officer monitor every pupil's attendance to see if they are achieving school target.

Parents/Carers of children falling below this will be informed and could meet with the Education Welfare Officer to discuss how to improve school attendance.

Informing school

It is the Parents/Carers responsibility to inform school why your child is absent. Please phone the office on **0161 921 2850**

Attendance Panels

Several families are brought to attendance panels throughout the year due to poor attendance and punctuality. These meetings are held to see what support we can offer in order to improve your child's attendance or punctuality. Sometimes the school nurse will attend to support with any health information. Under 90% is persistent absence and you will be referred to our EWO, Ged Woolley.

Punctuality

School opens at 08.45 giving pupils 15 minutes to get to class before Registers are taken at 9am. If your child is late please follow the school's Late Procedure. **Being late does affect your child's attendance and the class attendance figure.** If you need our help or extra support in the mornings please speak to us.

Illness and Appointments

Head lice	Please treat your child's hair and bring them into school. We cannot authorise absences for head lice.
Diarrhoea and Vomiting Virus	Guidance from Public Health England states that your child can come into school after 48 hours
Sickness/Runs	If your child has a one-off incident of sickness/runs, your child can come into school after 24 hours.
High Temp	If you feel your child is well enough for school, you are welcome to come and administer Calpol during the day
Dental appointments	All dental check-ups need to be booked out of school hours or in school holidays unless it is a dental emergency.
Optician appointments	All optician appointments need to be booked out of school hours unless it is an emergency.

If your child feels better please bring them into school late or in the afternoon. Please try to come into school before appointments and return afterwards where possible rather than missing a full am/pm session as this will improve your attendance.

Medical Evidence

You may be asked for medical evidence of appointments or absence - please bring appointment slips, texts or prescriptions. School will write to you to inform you when your child reaches 6 and 10 Absences and we will request that you provide medical evidence to support the absence.

Holidays/Absence Requests in Term Time

Holidays and requested absences can no longer be authorised unless there are exceptional circumstances. These are only authorised at the Head Teacher's discretion. Please ensure the School Absence Request form is completed in advance of any holiday/absence request.

Attendance Rewards

Class Attendance is monitored each week – 100% will be rewarded with a Class Own Clothes Day.

**Aim for 100% attendance!
Termly Prizes awarded.**

Educational Welfare Officer
Our EWO is Ged Woolley
Tel: 0161 686 5280